ADMINISTRATIVE INTERNAL USE ONLY

General Counsel

81-07104

OGC Has Reviewed

ODP-81-1015
19 AUG 1981

MEMORANDUM FOR: Deputy Director for Administration

FROM : Bruce T. Johnson
Director of Data Processing

SUBJECT : Paperwork Reduction Act of 1980

REFERENCE : Memorandum for Special Support Assistant,
DDA, et al, fm. General Counsel,
Subject: Paperwork Reduction Act of 1980,
dated 30 June 1981 (OGC-81-05486)

1. The Paperwork Reduction Act of 1980 (Public Law 96-511) requires that each Agency shall:

"(1) systematically inventory its major information systems and periodically review its information management activities, including planning, budgeting, organizing, directing, training, promoting, controlling, and other managerial activities involving the collection, use, and dissemination of information;

(2) ensure its information systems do not overlap each other or duplicate the systems of other agencies;".

2. The reference requested information relative to these activities be provided to the General Counsel. In subsequent discussions with _____ of OGC, it was agreed that the required information should be provided to the Deputy Director for Administration, the senior official designated to carry out Agency responsibilities under the Act with an information copy for OGC. The attachment briefly describes

STAT

MORI/CDF

ADMINISTRATIVE INTERNAL USE ONLY

"information management activities" performed by ODP (activities
that minimize the overlap of information systems within the
Agency are indicated by an asterisk). In the absence of a
working definition for "information management activities," we
have elected to describe activities that are designed to improve
the efficiency and effectiveness of Agency data processing.
Furthermore, we have provided a comprehensive rather than
selective list in order to be sure our response will satisfy your
requirements. The development of an inventory of major
information systems has been deferred until more guidance is
available.

STAT

Bruce J. Johnson

Attachment: a/s

cc: IHSA
     General Counsel

Information Management Activities in ODP*

1. Project Activity Report (PAR) Accounting

The ADP resources (e.g., CPU time, disk space, terminals, ODP manpower, etc.) utilized by an ADP project are monitored by ODP. On a monthly basis a report detailing resource utilization by project and component is distributed to component ADP Control Officers (see below) for their review and comment. Trends in resource utilization by project and component are followed by ODP Management Staff, to control and project resource utilization and to better our understanding of the customer base.

*2. Headquarters Regulation [   ] Review   STAT

The current Headquarters Regulation (HR) [   ], Automatic   STAT
Data Processing Management and Administration requires that ODP concur on all Agency ADP procurement requests meeting the following criteria:

- ° Includes a central processing unit (CPU).

- ° Involves an ADP upgrade costing over $150,000 purchase or over $50,000 annual rental.

- ° Involves systems design, programming or other services (excluding equipment maintenance) costing over $25,000 annually.

ODP considers such issues as feasibility, adequacy of the ADP plan, compatibility with existing operations, and whether there is duplication of any existing activities.

*3. ADP Control Officer System

Each office is required by HR [   ] to appoint an ADP Control^{STAT} Officer as the focal point for ADP activities within the office and for liaison with ODP. Among other responsibilities, these officers are charged with evaluating and prioritizing requests for ADP service and equipment that are submitted to ODP.

4. Inter-office Working Groups

ODP currently participates in two standing working groups that meet approximately bimonthly: OL/ODP Working Group and OS/ODP Working Group. These working groups are responsible for working level coordination on procurement and security issues

*Indicates activity that contributes to the elimination of overlap in Agency information systems.

respectively. They are concerned with planning, scheduling and the resolution of problems as well as information exchange.

5. Planning

ODP produces annually a Long Range Data Processing Management Plan. This strategic plan projects requirements and sets office-wide goals for five (5) years. The long range planning cycle culminates in the publication of the plan in January and is designed to provide timely guidance to ODP managers to aid in preparation of the Program (which estimates expenditures two to six years beyond the operating year). In order to facilitate the development of this plan, the office has designated a Planning Officer position, attached to the Management Staff. Prior to the beginning of the fiscal year, Processing produces a short range computer system plan which details requirements, procurement and reconfiguration activities for the upcoming year. In FY 1981, ODP produced its first joint strategic plan with the Office of Communications. This joint OC/ODP Strategic Plan will be updated on a regular basis.

6. ADP Equipment Inventory

ODP maintains an Agency-wide inventory of ADP equipment, referred to as the ADP Management Information System (ADPMIS). Annually, offices are surveyed for changes in their ADP equipment holdings.

7. ADP Excess Equipment Management

ODP is responsible for managing the Agency excess ADP equipment program. Components are responsible for identifying excess ADP equipment to ODP. ODP then surveys Agency components for possible reassignment of the equipment. Equipment for which there is no Agency requirement is declared excess to Agency needs and turned over to the Office of Logistics for transfer to the General Services Administration (GSA).

8. Project Management

   a. ADTRACK System

Applications and Production Division maintain a computerized data base for monitoring schedules and resource expenditures on programming development and maintenance projects. This system known as ADTRACK, allows managers and project leaders to produce reports and track progress on assigned tasks. The data base provides information on project status, manpower and computer utilization.

*b.   <u>Continuance Review</u>

The Continuance Review System is a mechanism where ODP customers are periodically required to review their current ADP projects and affirm the continuing nature of the requirement and identify any problem areas. The continuance review is initiated in Applications by the Control Clearing House and sent to the customer and ADP Control Officer. The ODP project leader and Division Chief review the customer comments and take appropriate action.

c.   <u>Management By Objectives</u>

ODP maintains an active Management by Objectives (MBO) program. On a quarterly basis the Director of Data Processing and senior ODP management formally meet with project leaders to discuss progress and problems on high priority projects during the previous quarter. Currently, there are approximately 10 ADP related MBO's including, CAMS2, Office Automation, 4C, Processing Computer Plan, etc..

d.   <u>SAFE Steering Committee</u>

The SAFE project is a major ADP development effort in support of NFAC. SAFE is being developed jointly with DIA. The SAFE Steering Committee consists of executive level managers in both CIA and DIA. The committee provides guidance on policy issues and resolves conflicting priorities. It reviews the project quarterly to ensure that the system is being developed to meet user requirements and that satisfactory progress is being achieved. In addition to the quarterly reviews, semi-annual reviews are conducted for the Director of Central Intelligence and Director of the Defense Intelligence Agency.